



**Planning & Community  
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## **COMMERCIAL / INDUSTRIAL SITE PLAN REVIEW**

As participants of either a Pre-Construction Conference or a Pre-Application Conference you will meet with City departments and other public entities to review your construction project. The following departments are typically represented:

- Spokane Regional Health District
- Fire District
- Planning and Community Development
- Liberty Lake Sewer and Water District

### **What are pre-construction conferences?**

Pre-Construction Conferences are a structured review process for commercial and industrial projects, to assist owners, developers, architects and contractors in identifying what will be required for the City to issue a building permit.

This typically occurs after initial submission of permit application and associated plans, etc. These conferences are intended to guide you through the regulations that may impact your construction project. It is our goal to streamline the processing as much as possible.

### **Then what are pre-application conferences?**

Pre-Application Conferences are an informal review meeting intended to assist owners, developers, architects and contractors of commercial and industrial projects in preparing site and construction plans before the commencement of actual or detailed design work. The conferences should be initiated at the earliest possible stage of design/development and will provide both the applicant and City staff with an understanding and overview of:

- City requirements applicable to the project.
- Interpretation of applicable rules and regulations.
- Basic design concepts.
- Helpful hints on preventing delays.

### **When are they scheduled?**

Conferences are held on Wednesdays and are scheduled to provide staff a minimum of fourteen (14) working days for review of your proposal.

### **What do I need to schedule a conference?**

Four (4) site plans and floor plans are needed for the departments to review.

#### **The Site plans need to include:**

- Legal description
- Scale of drawing
- North arrow
- Property dimension and configuration
- A vicinity map showing sufficient area detail to locate the project in relation to arterial streets, landmarks
- Width/names of streets adjacent to site
- Distance to all property lines
- Applicable easements
- Setbacks to center of adjacent streets
- Existing buildings/setbacks to proposed buildings
- Loading areas and drainage details
- Bodies of water within 200 feet
- Buildings scheduled for demolition/removal
- Proposed buildings including projections, decks, canopies
- Fire lanes and turnarounds
- Fire hydrant
- Handicap parking stalls and access ways into and within building
- Height/area/use of new and existing buildings
- Outdoor storage, fence height/location/type
- Existing parking/number of spaces/proposed parking spaces/traffic circulation
- Landscaped area/plants, location/curbing
- Septic tank/drain field and/or well location
- Drainage swales/dry wells/drainage of loading dock
- Driveways and all road approaches
- Curbing/sidewalks/street channelization/types of surfaces
- Refuse area

#### **Floor plans need to include:**

- Building dimensions
- Use of each room
- Stairs, exits, etc.

## **SITE PLAN REVIEW**

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### **How do I schedule a conference?**

Just come in to the Planning and Community Development office with three site plans and floor plans, and, if a Pre-Construction Conference, two sets of construction drawings. After filling out a permit application, you will receive the date and time of the conference.

For more information on how to obtain a permit for a commercial building, see our commercial permit bulletin.

For more information or an appointment contact:  
Liberty Lake Planning and Community Development  
1421 N. Meadowwood Lane  
Liberty Lake, WA 99019  
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